

Employment Forms

We recommend that you return all completed employment forms **unsigned** before your appointment with Human Resources. **Please note:** If you anticipate that your address will change before your first day of employment but do not yet know your future address, we ask that you leave “current address” fields blank. As soon as you know your new address, please contact Human Resources, and we will fill in the appropriate fields for you.

- ☐ **[AO 78 Application for Judicial Branch Employment:](#)** Under Work Experience, please clearly specify the month, day, and year for all past employment. These exact dates are reviewed by the Administrative Office of the U.S. Courts to verify salary eligibility.
- ☐ **[Background Check Information:](#)** Please complete as a condition of appointment as an employee of the United States Court of Appeals for the Second Circuit.
- ☐ **[I-9 Employment Eligibility Verification:](#)** Appointments are contingent upon verification of eligibility to work in the United States. Please complete Section 1 of Form I-9 and be prepared to present identification documents. As provided on the "Lists of Acceptable Documents" page, you may present either: one document from List A (e.g., U.S. passport); or one document from List B and one document from List C (e.g., driver's license and social security card). **We can only accept original documents: faxes, photocopies, and laminated social security cards are unacceptable.**
- [SF 144 Statement of Prior Federal Service:](#)** Please complete this form if you have prior Federal civilian or uniformed service.
- ☐ **[Direct Deposit:](#)** Court employees must have their salary checks directly deposited by electronic fund transfer to a designated account in a financial institution. Because this form does not require approval from the financial institution, employees are cautioned to double check account and routing numbers. A voided personal check or deposit slip may be attached in lieu of completing Section 3 of this form.
- ☐ **[Federal and State Tax Forms:](#)** Complete the Federal W-4 form, and select the appropriate state tax form that represents the location of employment (i.e. if your duty station is in Connecticut you will select the state withholding form for Connecticut).

Please return completed, unsigned employment forms to us by **[email](#)**.